

SENIOR COMMUNITY SERVICE EMPLOYMENT DIRECTOR

PURPOSE: Administer Older Worker Programs for the City of Duluth with the goal of placing older workers in jobs.

FUNCTIONAL AREAS:

1. Provide training and employment opportunities for eligible senior citizens.
 - * A. Recruit senior citizens to participate in the program.
 - * B. Interview applicants to establish eligibility and to assess job skills.
 - * C. Develop employability plans.
 - * D. Place senior aided in host agency job assignments.
 - * E. Conduct orientation for participants, including arranging for their fringe benefits.
 - * F. Arrange job training as needed for current job assignment, skill upgrading, and preparation for unsubsidized jobs.
 - * G. Enforce time limits on job assignments.
 - * H. Develop and/or secure unsubsidized jobs for participants by convincing employers of the desirability of hiring older workers.
 - * J. Develop Job search procedures, monitor participants' progress in their job searches, and refer them to appropriate jobs.
2. Supervise senior aides.
 - * A. Supervise the hiring, discipline and termination of senior aides.
 - * B. Train, motivate, and evaluate senior aides.
 - * C. Assign work duties and work sites.
 - * D. Monitor the job performance of senior aides.
 - * E. Provide counseling to participants as needed.
 - * F. Conduct regular meetings with Senior Aides to provide motivation, program information, job leads, etc.
 - * G. Resolve conflicts between senior aides and supervisors, host agencies, etc.
 - * H. Develop, implement, and evaluate personnel policies.
3. Develop eligible host agencies as potential senior aide placement sites.
 - * A. Collect information from community agencies, public hearings, and other sources to assess unmet community needs.
 - * B. Ascertain agency eligibility and obtain agreements with those whose jobs provide the most meaningful and useful community service.
 - * C. Obtain or write job descriptions for each senior aide and update as needed.
 - * D. Establish wage scales.
 - * E. Conduct orientation for host agency supervisors.
 - * F. Monitor worksites to ensure conformity with host agency agreements, evaluate the need for senior aide services, and check for safe and sanitary working conditions.
 - * G. Conduct periodic meetings with host agency supervisors.

4. Direct the operation of the Older Worker Programs.
 - * A. Formulate, and review short- and long-range project goals .
 - * B. Evaluate all projects and grants, and improve where needed.
 - * C. Ensure conformity and compliance with applicable regulations, budget allocations, funding requests, project proposals, and agreements.
 - * D. Process, monitor, and maintain personnel records, payroll records, and host agency files.
 - * E. Monitor expenditure rate and act to prevent over- or under-spending.
 - * F. Prepare and submit required monthly and quarterly reports.
5. Perform public relations work for the program.
 - A. Inform and provide technical assistance to the Private Industry Council concerning projects.
 - * B. Maintain awareness of community services available for older persons and refer program participants as appropriate.
 - * C. Promote the program through the distribution of written materials, oral presentations, and the media.

JOB REQUIREMENTS

EDUCATION & EXPERIENCE REQUIREMENTS

- † A. A four-year degree in vocational training or counseling, public or business administration, or a related field and three (3) years of verifiable experience in employment or vocational counseling, skills assessment and training, or a related field, one year of which is in a supervisory or leadworker capacity; or an acceptable combination of education and experience equaling five (5) years which demonstrates proficiency in the knowledge, skills, and abilities listed below, of which at least one year is at a supervisory or leadworker level.

KNOWLEDGE REQUIREMENTS

- † A. Knowledge of management and fiscal practices and procedures sufficient to plan, organize, lead and direct older worker programs.
- † B. Knowledge of personnel administration practices and procedures, including knowledge of hiring practices, data privacy laws, labor laws, and equal employment opportunity requirements, sufficient to recruit, hire, train, motivate, appraise, and discipline program participants.
- † C. Knowledge of counseling theories and techniques sufficient to perform assessments, career counseling, short-term personal counseling and/or referral, and crisis intervention.
- † D. Knowledge of local, state, and national labor trends sufficient to counsel and place older workers in jobs.
- † E. Knowledge of problem-solving and conflict resolution techniques.
- † F. Knowledge of gerontology as it relates to the needs of older workers.

- G. Knowledge of program eligibility guidelines, regulations, and policies.
- † H. Knowledge of state and local referral services or agencies for employment, financial, social, and personal services of older persons.
- I. Knowledge of OSHA regulations sufficient to recognize safety hazards at agency worksites.

SKILL REQUIREMENTS

- † A. Skill in interviewing sufficient to discern employment needs, aptitudes, and goals of participants.
- † B. Written communication skills sufficient to write effective grants, employability plans, and narrative reports.
- † C. Skill at supervising sufficient to plan, assign, and evaluate work of subordinates
- † D. Skill in performing arithmetic and algebraic calculations involving fractions, decimals, percentages, and descriptive statistics.

ABILITY REQUIREMENTS

- † A. Ability to analyze and organize information sufficient to develop, monitor and revise employability plans and to evaluate and improve programs.
- † B. Oral communication ability sufficient to effectively counsel participants (including individuals with limited proficiency with the English language), and to effectively lead and/or teach small groups and make media presentations.
- C. Ability to operate computer-based employment information systems to assess participants' career interests and aptitudes.
- † D. Ability to assist individuals in reaching their goals by teaching goal setting strategies and job search techniques and by motivating, encouraging, and confronting them in their job search efforts.
- † E. Ability to read and understand moderately complex instructions, such as guidelines, regulations, and policies, sufficient to correctly apply them and to interpret them for program applicants, participants, and host agency personnel.
- † F. Ability to establish and maintain effective working relationships with senior citizens, staff, sides, government officials, businesses, agencies, and the general public, including persons of varied social and economic backgrounds.
- † G. Ability to transport oneself to, from, and around job sites.
- † H. Ability to transport (usually by lifting and carrying) materials such as file boxes weighing up to 20 pounds.

* Essential functions of the job.

† Job requirements necessary on the first day of employment.

Anlst:	Date:
Union: Basic	Pay: 134
CSB: 19941004	Class: 1738
CC: 19941017	Res: 94-0909R